

ADMINISTRATIVE - INTERNAL USE ONLY

9 SEP 1982

STAT
MEMORANDUM FOR: Chief, Personnel & Training Staff, OL
FROM: [REDACTED]
Chief, Building Planning Staff, OL
SUBJECT: OL Personnel Handbook
REFERENCE: Draft OL Personnel Handbook dtd 27 Aug 82

1. Re p. 13, par. c.(1): I suggest that the evaluation criteria be included as an appendix or, alternatively, that guidance be included on accessing criteria. If we are trying to portray a clean and open evaluation system, I believe it is critical that employees know what criteria they are being evaluated against.

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2. Re p. 33: [REDACTED] was named Grievance Counselor with the understanding that this would be a one-year assignment. It is now nearly two years, and he is in a position that will soon demand 110 percent of his time. While only incidental to the subject, I suggest a new Grievance Counselor be named before the manual is published so that the document life exceeds 30 days.

Distribution:
Orig - C/P&TS/OL
✓ - OL/BPS

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(8 Sep 82)

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